



## JOB DESCRIPTION

Position Title: **Principal Planner**

Assigned Area: **Development Review**

Class Code: 4915

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional and supervisory process management work involving general overview and coordination of project intake, review, evaluation, and tracking of various types of development applications relating to land development and physical development projects within the County. Responsibility includes management of a review process that assures compliance with planning and zoning codes, consistency with design criteria and consistent, efficient and effective application of code, with good communications and coordination among all reviewers.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Manages the development and implementation of review processes for site plan, subdivisions, and other permit application packages which assures compliance with the planning and engineering requirements of the County Code.

Organizes, directs, and supervises work activities in the areas of process management.

Initiates and recommends, for approval by the Division Manager and the Department Director, the hiring, termination, performance evaluation and disciplinary or commendatory actions for assigned personnel.

Establishes systems and methods for coordinating issues with other departments, divisions, outside agencies, applicants, developers, and engineers during the review of development projects, and makes recommendations to improve process consistency through modification of codes and regulations.

Oversees the concurrency review process and impact fee collection program to assure compliance with the requirements of County Code.

Provides technical assistance to other staff and officials on review process matters relating to the analysis and interpretation of zoning code and comprehensive planning requirements.

Prepares and presents written and oral reports for projects in various stages of review, to advise of compliance or to disclose deficiencies, relating to commitments, conditions, and process compliance. Prepares agenda items for Board of County Commissioners as needed.

Advises developers, engineers, and the public, on County policies regarding the processing of land development applications, planning and design variances, and in matters relating to the recording of final plats.

Attends Development Review Committee meetings and presents reports, comments, and recommendations for the approval, denial, or approval with conditions for projects in the review process. Represents the Department and Division at various meetings and conferences and on local planning related advisory committees.

Assists in the establishment, abolition, or revision of ordinances, rules, and regulations relating to land development regulations. Assists in the review and hiring of consultants needed to implement program goals and objectives.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Extensive knowledge of the principles and practices of planning, zoning, land development regulations, and permitting, as applied to land development projects. Knowledge of local, state and federal regulations pertaining to city and county planning issues, regulations and programs.

Ability to make effective oral presentations, prepare clear and effective planning and analytical reports and correspondence. Ability to establish and maintain effective working relationships with co-workers, subordinates, and managers.

Skilled in the use of microcomputers with various programs for planning analysis, database management, document preparation, and general information management.

Masters Degree in Planning, Landscape Architecture, or related area, and three years of progressively responsible experience in the supervision, administration, or management of development project review. A Bachelor's Degree and five (5) years' experience in the supervision, administration, or management of development project review may be substituted. Professional registration or certification in the State of Florida is preferred.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment is the normal office setting with occasional visits to field sites to meet with developers and consultants.